|  |  |  |
| --- | --- | --- |
| **CASH RECEIPT** | | **Today's Date:** [MM/DD/YYYY] |
| **Account Number:** | [Account Number] | |
| **Department Name** | [Department Name] | |
| **Transaction Description** | [Description] | |
| **Checks $** [Amount] | Cash $ [Amount] | **Total $** [Amount] |
| **MC/Visa $** | [Amount] | **AmEx Total:** [Amount] |
| **Prepared by** | [Name] | |
| **Extension** | [Extension] | |

|  |  |  |
| --- | --- | --- |
| **CASH RECEIPT** | | **Today's Date:** [MM/DD/YYYY] |
| **Account Number:** | [Account Number] | |
| **Department Name** | [Department Name] | |
| **Transaction Description** | [Description] | |
| **Checks $** [Amount] | Cash $ [Amount] | **Total $** [Amount] |
| **MC/Visa $** | [Amount] | **AmEx Total:** [Amount] |
| **Prepared by** | [Name] | |
| **Extension** | [Extension] | |

|  |  |  |
| --- | --- | --- |
| **CASH RECEIPT** | | **Today's Date:** [MM/DD/YYYY] |
| **Account Number:** | [Account Number] | |
| **Department Name** | [Department Name] | |
| **Transaction Description** | [Description] | |
| **Checks $** [Amount] | Cash $ [Amount] | **Total $** [Amount] |
| **MC/Visa $** | [Amount] | **AmEx Total:** [Amount] |
| **Prepared by** | [Name] | |
| **Extension** | [Extension] | |